



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

April 7, 2013

Linda Oakley  
3777 29<sup>th</sup> Avenue  
Marion, Iowa 52302

Dear Linda,

I appreciate your working with me to complete the spot check. Here is the website to check out pac'n'plays that have been recalled to ensure you do not have one that is unsafe-<http://www.cpsc.gov/>

Here is the department's site for training information. This site has approved trainings listed.[http://www.dhs.iowa.gov/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.iowa.gov/Consumers/Child_Care/Professional_Development.html)

This letter is in regards to the April 4, 2014 compliance check of your Category B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

**Reason determined out of compliance:** A number of items were found to be out of compliance. I observed electrical outlets in two bedrooms used for play and napping that were not covered, the basement stairway did not have any type of safety barrier up to prevent children from access to the stairway, I found cleaning supplies that had the warning keep out of reach of children accessible to a child. Please notify me by April 11, 2014 these items have been corrected.

**How to correct:** Have all items found to be out of compliance corrected and brought into compliance no later than May 21, 2014.

☐ 110.5(1) b- All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.

**Reason determined out of compliance:** I found cleaning supplies that had the warning keep out of reach of children accessible to a child. There was no lock on the cabinet below the kitchen sink where this cleaning supply was stored.

**How to correct:** You can move the cleaning supplies to an area that is not accessible to a child. This would be a place that is out of reach for a child, or you can place a safety lock on the cabinet it is currently stored in.

☐ 110.5(1) d- Medicines are given only with written authorization from the doctor or parent.

**Reason determined out of compliance:** You recently had a child injured in your care. You applied Neosporin and did not have written authorization form the parent to do so. You said you have been applying diaper ointment without written authorization from the parent.

**How to correct:** Get written permission from a parent before giving a child any medicine, prescription and non-prescription.

☐ 110.5(1) e- All accessible electrical outlets are safely capped.

**Reason determined out of compliance:** I observed accessible electrical outlets in two bedrooms used for play and napping that did not have electrical outlets safely capped.

**How to correct:** Make sure all electrical outlets that are accessible are safely capped at all times.

☐ 110.5(1) g- Safety barriers are at stairways and doors as needed.

**Reason determined out of compliance:** I observed the basement stairway did not have any type of safety barrier to prevent children from having access to the stairs.

**How to correct:** You need to have a safety barrier for the basement stairway up at all times. This includes both at the top when you are on the main floor and at the bottom when you are in the basement.

☐ 110.5(1) h A safe outdoor play area is maintained in good condition throughout the year.

**Reason determined out of compliance:** I observed your backyard play area does not have a soft landing surface under the play equipment with a fall of more than 18 inches.

**How to correct:** You signed a Corrective Action/Safety Plan agreeing not to use the outdoor play area until it has an approved soft landing under it.

☐ 110.5(1) w- Injury report forms are maintained for any injury requiring first aid or medical care. The forms are completed on the date of occurrence, shared with parents and copies are in the child's file.

**Reason determined out of compliance:** You had a child injured in your care recently that required first-aid. A scratch above the left eye was treated with Neosporin and an ice pack. You stated you gave the parents a verbal report but did not do a written report of this injury.

**How to correct:** Whenever you have a child in your care sustain an injury that requires first-aid or medical attention you must provide a written report of the injury to the parents and keep a copy in the child's file.

☐ 110.5(2) d- An individual file is maintained for each substitute and contains:

☐ 110.5(2) d- Certification in infant and child first aid that includes mouth-to-mouth resuscitation. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

**Reason determined out of compliance:** The certificate for these trainings you had available for review for Karl expired in June 22, 2013.

**How to correct:** If you have a more current certificate please have that available for my follow up visit. If not, then Karl needs to take a course in Infant and Child first-aid and CPR as soon as possible.

☐ 110.5(3) Activity Program.

☐ 110.5(3) e All play equipment and materials are in a safe condition, for both indoor and outdoor activities.

**Reason determined out of compliance:** I observed your backyard play area does not have a soft landing surface under the play equipment with a fall of more than 18 inches.

**How to correct:** You signed a Corrective Action/Safety Plan agreeing not to use the outdoor play area until it has an approved soft landing under it. You may use the deck for outdoor play as long as it has a gate to prevent children from having access to the play equipment in the backyard.

☐ 110.5(8) Children's Files

The children's files must be **updated annually with the emergency medical authorization completed yearly**. If the parent wants to review, edit and resign and date the intake and emergency medical authorization instead of completing a new form that is ok.

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8) d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

**Reason determined out of compliance:** I did not find this information in the files for Ka and Ko.

**How to correct:** Whenever a child begins in your care make sure you get a copy of a physical dated within the past 12 months for their file. Keep this initial physical in the file.

☐ 110.5(8) d- For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

**Reason determined out of compliance:** I did not find this information in the file for your school aged child.

**How to correct:** Whenever you have a school-aged child start in your care you need to get a signed statement of health status from the parent that their child is in good health and free of any communicable or infectious diseases.

☐ 110.5(8) e- For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

**Reason determined out of compliance:** I did not find this information in the file for your school aged child.

**How to correct:** You need to get a signed statement of health status from the parent on an annual basis that their child is in good health and free of any communicable or infectious diseases.

☐ 110.5(9) The provider meets the following requirements:

☐ 110.5(9) a Gives careful supervision at all times.

☐ 110.5(9)c Gives consistent, dependable care.

**At this time I am gathering additional information and am unable to determine compliance on these items.**

☐ 110.5(10) Substitutes

☐ 110.5(10) a- All standards regarding supervision and care of children apply to substitutes.

**Reason determined out of compliance: Your substitute file did not have documentation Karl has current certification on Infant and Child first-aid and CPR.**

**How to correct: If you have a more current certificate please have that available for my follow up visit. If not, then Karl needs to take a course in Infant and Child first-aid and CPR as soon as possible.**

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

Please do not hesitate to contact me at DHS at 892-6803 if you have any questions regarding this letter.

Sincerely,

Dale Garlinghouse  
Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 319-538-8464- Cindy Heck).

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).